

## Employee Self-Service Training Viewing Training Summary

### Overview:

### Understanding OMNI Employee Self-Service Training Summary

To maximize convenience and accessibility of training for our employees, The Office of Training & Organizational Development offers learning opportunities in classroom, online, and orientation formats. Supervisory approval is required if employees attend a class during their regular work hours, which is then considered time worked. Classes are free of charge to all FSU employees.

This process will allow you to view your training class enrollment and attendance record.

### Procedure

### Scenario:

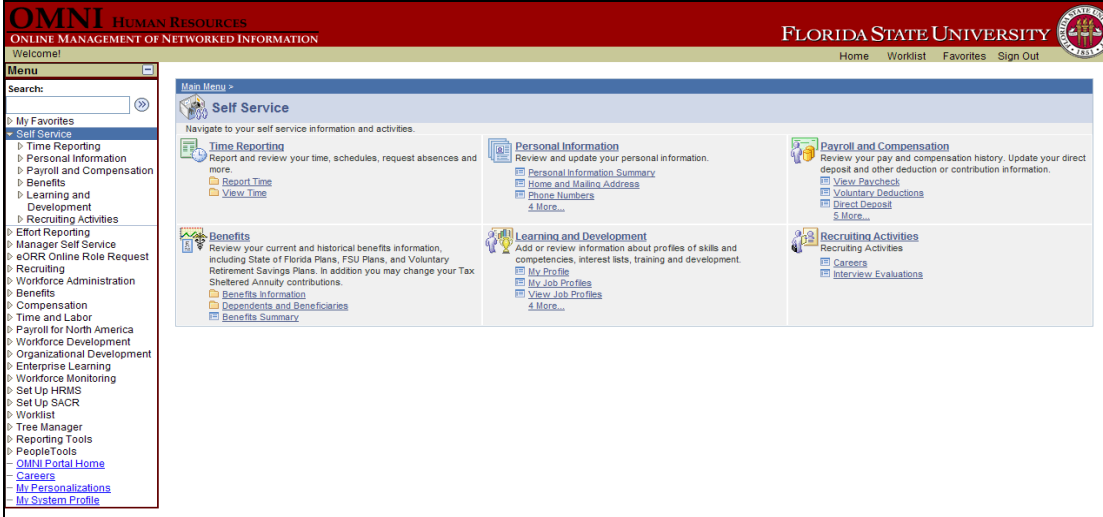
In this topic, you will learn the steps to view your training enrollment and transcript information.

The screenshot displays the OMNI web portal interface. At the top, the header includes the OMNI logo, 'ONLINE MANAGEMENT OF NETWORKED INFORMATION', and 'FLORIDA STATE UNIVERSITY'. A 'Welcome!' message and a 'Sign out' link are visible. Below the header, there are navigation tabs for 'Employee Central', 'OMNI FINANCIALS 9.0', 'OMNI HR 9.0', 'OMNI e-Market', 'OBI Reporting', 'FSU Budget Crisis Committee', 'FSU Help Desk', and 'Business Objects XI'. The 'Employee Central' tab is selected, showing a list of links for various HR and financial functions. The 'FSU Budget Crisis Committee' section contains an important announcement regarding the university's financial challenges and the formation of a budget crisis committee.

# Training Guide

## Employee Self-Service Training

Step	Action
1.	Click the <b>Human Resources 9.0</b> link. <a href="#">Human Resources 9.0</a>
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>



Step	Action
3.	Click the <b>Learning and Development</b> link. <a href="#">Learning and Development</a>
4.	Click the <b>Training Summary</b> link. <a href="#">Training Summary</a>

**OMNI HUMAN RESOURCES**  
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

**Menu**

Search:

- My Favorites
- Self Service
  - Time Reporting
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development
    - Faculty Event Tracking
    - My Profile
    - My Job Profiles
    - View Job Profiles
    - Profile Approval History
    - Training Summary
    - Request Training
    - Enrollment
  - Recruiting Activities
  - Effort Reporting
  - Manager Self Service
  - eORR Online Role Request
  - Recruiting
  - Workforce Administration
  - Benefits
  - Compensation
  - Time and Labor
  - Payroll for North America
  - Workforce Development
  - Organizational Development
  - Enterprise Learning
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  - Set Up HRMS
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  - Worklist
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  - Reporting Tools
  - People Tools
    - OMNI Portal Home
    - Careers
    - My Personalizations
    - My System Profile

### Training Summary

Internal Training			
Course Name	Status	Status Date	Facility
<a href="#">Healthy Fin Lifestyle - III</a>	Completed	07/12/2008	
<a href="#">Healthy Fin Lifestyle - II</a>	Completed	06/28/2008	
<a href="#">Writing to Inform/Persuade</a>	Completed	01/30/2007	
<a href="#">Train the Trainer</a>	Completed	07/27/2005	
<a href="#">OMNI-HR-INQUIRY SESSION</a>	Completed	07/22/2005	
<a href="#">Mor Self Service for HR Reps</a>	Completed	12/10/2004	
<a href="#">Classification Maze</a>	Completed	05/22/2002	
<a href="#">Fundamentals of Discipline</a>	Completed	05/16/2002	
<a href="#">Americans w Disabilities Act</a>	Completed	05/08/2002	
<a href="#">Attendance &amp; Leave</a>	Completed	05/01/2002	
<a href="#">Workplace Accidents Prevention</a>	Completed	04/24/2002	
<a href="#">Sexual Harassment Need to Know</a>	Completed	04/18/2002	
<a href="#">Compensation Training</a>	Completed	04/11/2002	
<a href="#">Leadership &amp; Change</a>	Completed	04/04/2002	
<a href="#">Performance Evaluation</a>	Completed	04/03/2002	
<a href="#">Interview Techniques</a>	Completed	03/20/2002	
<a href="#">BSP Orientation</a>	Completed	03/06/2002	

Other Professional Training		
Course Name	Course End Date	Facility/School

Go To: [Self Service](#)  
[Learning and Development](#)  
Professional Training  
[Internal Training Enrollment](#)

Step	Action
5.	The <b>Status Date</b> is the date you enrolled in the course, not the date of the course.  <b>NOTE:</b> To cancel enrollment in a session, contact The Office of Training & Organizational Development at 644-8724.
6.	Select the desired <b>Course Name</b> link.

**OMNI HUMAN RESOURCES**  
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

### Training Summary

#### Course Detail

Sexual Harassment Need to Know

**Course Code:** CVSHS1

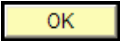
**Description:** Sexual Harassment: What You Need to Know! Supervisors and managers need to understand their responsibility in cases of sexual harassment. Participants in this class will learn what constitutes sexual harassment, the types of sexual harassment, and the legal liability connected to sexual harassment. They will also find out how to recognize, prevent, and deal with sexual harassment cases.

**Training Facility:** None

**Prerequisites:** None

# Training Guide

## Employee Self-Service Training

Step	Action
7.	Review <b>Course Detail</b> as needed.  Click the <b>OK</b> button to return to the Training Summary page. 

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[Learning and Development](#)  
 Professional Training  
[Internal Training Enrollment](#)

Step	Action
8.	<b>Congratulations!</b> You have completed the topic.  <b>End of Procedure.</b>